

## Federal Program Compliance Division

# 2024-2025 ESSA Program Monitoring Validations Process Handbook

*EVERY STUDENT SUCCEEDS ACT (ESSA)*

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# Introduction

This resource was developed to provide guidance and information for Local Education Agencies (LEA) selected to participate in the program monitoring validation process. The process includes a review of prior-year documentation for selected requirements for the following programs administered in the Federal Program Compliance Division at the Texas Education Agency.

- Title I, Part A – Improving Basic Programs
- Title I, Part C – Education of Migratory Children
- Title I, Part D, Subpart 2 – Prevention and Intervention for Delinquent, Neglected, and At-Risk Youth (Programs Administered by LEAs)
- Title II, Part A – Supporting Effective Instruction
- Title IV, Part A – Student Support and Academic Enrichment
- ESSA Private Nonprofit School (PNP) Equitable Services

## LEA Selection & Notification

LEAs selected to participate in the program monitoring validation process will be notified via an auto-generated email from the Smartsheet WorkApp System. LEA contacts with access to the Smartsheet WorkApp System will receive the notification. ESC contacts with access to the Smartsheet WorkApp System will also receive the notification. An LEA notification letter in pdf format will be generated in the WorkApp System for downloading. Page 2 of the letter will include the information related to the programs the LEA is required to submit documentation for review.

A list of the LEAs selected for participation will also be posted on the [TEA ESSA Program Monitoring Validations webpage](#) after LEAs have been notified of selection.

LEAs are selected based on a 5-year rotation schedule (each LEA is selected to participate once within a 5-year period).

The review will be a consolidated review of selected program requirements. LEAs selected to participate in the 2024-2025 Program Monitoring Validation Process will be required to submit 2023-2024 documentation requested for the following programs in which the LEA applied for federal funding via the 2023-2024 ESSA Consolidated Application and 2024-2025 ESSA Consolidated Application (either as an independent project or as a member of an SSA in either year): Title I, Part A; Title I, Part C; Title I, Part D, Subpart 2; Title II, Part A; Title IV, Part A; and Private School Equitable Services.

LEAs that applied for federal funding via the 2023-2024 ESSA Consolidated Application and 2024-2025 ESSA Consolidated Application (either as an independent project or as a member of an SSA in either year) for at least 1 of the following programs will be part of the LEA selection pool for the 2024-2025 Program Monitoring Validation Process: Title I, Part A; Title I, Part C; Title I, Part D, Subpart 2; Title II, Part A; or Title IV, Part A.

LEAs that participated in the 2023-2024 Random Validation process will be excluded from the LEA Selection Pool for 2024-2025 but will be included in the LEA selection pool in subsequent years.

LEAs that reported “Not in Compliance” for at least 1 program compliance self-check item for any of the programs that are part of the PMV process on the 2023-2024 ESSA Consolidated Compliance Report will be excluded from participation for that particular program in 2024-2025.

## Program-Specific Exclusions

LEAs that redirected 100% of funds via Funding Transferability and/or REAP in 2023-2024 will not be required to submit documentation for the programs in which funds were redirected out of (only applicable to Title II, Part A and Title IV, Part A).

- If an LEA implemented a program in 2023-2024 (did not redirect 100% of funds via Funding Transferability and/or REAP) and in 2024-2025 redirected 100% of funds via Funding Transferability and/or REAP, the LEA will be required to submit documentation for the program implemented in 2023-2024 since they did implement a program in 2023-2024.
- If an LEA is implementing a program in 2024-2025 (did not redirect 100% of funds via Funding Transferability and/or REAP) and in 2023-2024 redirected 100% of funds via Funding Transferability and/or REAP, the LEA will not be required to submit documentation since they did not implement a program in 2023-2024.

## Program Monitoring Validation Timeline

LEA Notification of Selection: November 13, 2024

Technical Assistance offered/provided by regional Education Service Centers:  
November 13, 2024 – December 13, 2024

Documentation Submission Due: December 13, 2024, by 5:00 pm CST

LEA Notification of Results: April 11, 2025

## Documentation Submission, Review, and Notification of Results

LEAs selected to participate in the process will be required to submit prior-year documentation showing evidence of compliance with the program requirement selected by TEA as per the LEA notification of selection correspondence. The documentation submitted will be reviewed by TEA. One of the following compliance statuses will be assigned at the end of the documentation review process.

- **Met Requirement:** The review is closed out at time of LEA notification of results.
- **Approaching Compliance:** The LEA is required to respond within 20 calendar days with a plan for establishing compliance. The review is considered closed after TEA's review of LEA plan for establishing compliance.
- **Improvement Needed:** The LEA is referred to the TEA Compliance Officer at time of LEA notification of results. The LEA will engage in the [Non-Compliance Resolution Process](#), and points will be added to the TEA Risk Assessment for programmatic non-compliance.

LEA contacts with access to the Smartsheet WorkApp System will receive the notification of results. ESC contacts with access to the Smartsheet WorkApp System will also receive the notification of results. A letter that includes the results of the program monitoring review will be generated in the WorkApp System for downloading.

# Instructions for Submitting Documentation

## WorkApp System Access

Please note that the LEA staff submitting documentation will need access to the Department of Grant Compliance and Administration Smartsheet WorkApps System. Currently, the superintendent, chief financial officer, and federal program director listed in AskTED have been given access to the system.

NOTE: Each LEA is only guaranteed a certain number of access accounts at this time.

### Instructions for Requesting WorkApp System Access:

1. For someone to gain access to TEA's Smartsheet System and the FPC Validation WorkApp, a staff member at the LEA who has access to TEA's system currently will need to follow the instructions in step 2 below.
2. Individuals at your district will need to enter the EDGAR Connect WorkApp, select the Smartsheet Email Access form, and follow the instructions below:
  - a. Open the form and select your LEA.
  - b. Check the box that says, "*I have permission from the Superintendent to add this email.*" Enter the email of the individual you are wishing to add and click the blue "Save" button at the bottom right-hand side of the form.
  - c. Have the individual you are wishing to add complete the [New User Certification form](#).
  - d. You can now track the status of the addition request on the Smartsheet Email Access page. Typically, to add a new email, it takes 3-5 business days. If the individual you are wishing to add does not have access after 5 business days, please submit a help form through the EDGAR Connect Help Form.

### Instructions for Removing WorkApp System Access:

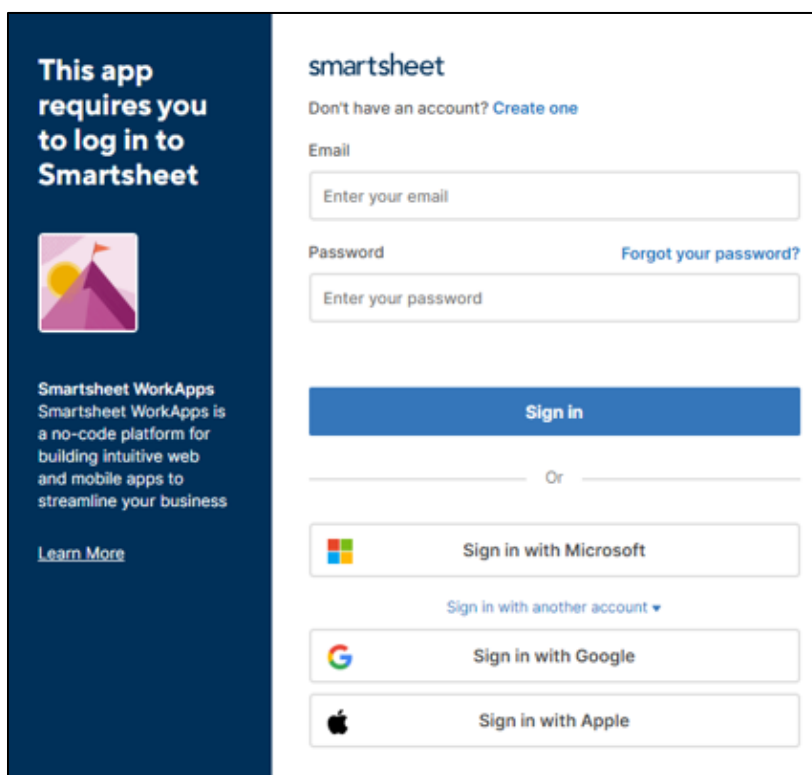
1. In order to remove access to the LEA TEA WorkApps system and the FPC WorkApp, you must reach out to staff at your LEA who currently have access to TEA's system.
2. To remove up to 4 users at a time, please follow these steps:
  - a. Have someone with access navigate to:  
<https://workapps.smartsheet.com/app/PV3M9RP4vpVhGfqXm9Cwc9qGR3/9FvjWHCFG39Hh>
  - b. Login to Smartsheet, if prompted.
  - c. At the EDGAR Connect screen, click on Smartsheet Email Access on the left navigation pane.
  - d. In the middle screen, the Smartsheet Email Access screen will appear. Click on the LEA Name.
  - e. The Details menu will display on the right side of the screen.
  - f. Fill out the form fields "Remove Email," "Remove Email 2," "Remove Email 3," and "Remove Email 4" (as needed) and click save.
  - g. TEA will be alerted of the new remove email request and will process it within 3-5 business days.

# Submitting Documentation in the WorkApp System

Please note that some of the screen captures referenced in the steps below are examples only and will show information that may display a particular title program requirement chosen for validation resubmission that may not apply to your LEA. When you login to the system, the information displayed will include the information specific to the program and requirement for which your LEA was selected to submit documentation for review by TEA.

1. Login to the Department of Grant Compliance and Administration WorkApp System using the link provided below. Various sign in options to view information applicable to your LEA should be provided to you (as shown):

Link to Access the Smartsheet WorkApps System: <https://workapps.smartsheet.com/>.



**This app requires you to log in to Smartsheet**

Smartsheet WorkApps  
Smartsheet WorkApps is a no-code platform for building intuitive web and mobile apps to streamline your business

[Learn More](#)

**smartsheet**


Don't have an account? [Create one](#)

Email


Password [Forgot your password?](#)


**Sign in**

Or

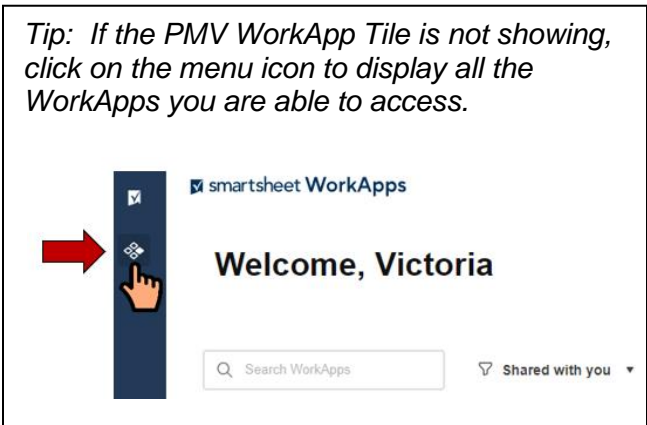
 **Sign in with Microsoft**

[Sign in with another account](#) ▼

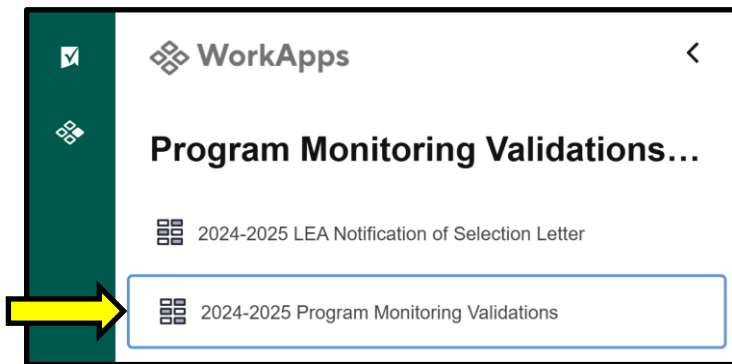
 **Sign in with Google**

 **Sign in with Apple**

2. Locate and click on the Federal Program Compliance Division Program Monitoring Validations (PMV) WorkApp Tile.



3. Select the “2024-2025 Program Monitoring Validations link on the left pane.



4. Click on the Program-Specific Line(s) to access the Details Form – Data & Attachments Tabs. An LEA response is required for each of the program-specific lines that are visible.

2024-2025 Program Monitoring Validations

Filter

Program	Region	LEA Name and CDN	LEA Contacts	Campus Number	Campus Name	LEA Stage	Requirement & ESSA Citation	LEA Submission Status
Title I, Part A	21	Matt Lashlee ISD 987654	Cory Green, Cris Didi Garcia, Don Elizabeth Dudler, Jaedon Seagler, Huerta, Lisa.thompson@liza.lorenzi.lu Lashlee, Natalie Davis, Susan Hi Frierison	000000101	ESSA EL	Initial Submission	Written Parent and Family Engagement (PFE) Policies; ESSA Citation: Section 1116(a)(2) and Section 1116(b)(1)	Submission Pending - Not Started
Title I, Part C	21	Matt Lashlee ISD 987654	Cory Green, Cris Didi Garcia, Don Elizabeth Dudler, Jaedon Seagler, Huerta, Lisa.thompson@liza.lorenzi.lu Lashlee, Natalie Davis, Susan Hi Frierison	Not Applicable	Not Applicable	Initial Submission	Priority for Service; ESSA Citation: Sections 1301(2) PROGRAM PURPOSE and 1304(d) PRIORITY FOR SERVICES	Submission Pending - Not Started
Title II, Part A	21	Matt Lashlee ISD 987654	Cory Green, Cris Didi Garcia, Don Elizabeth Dudler, Jaedon Seagler, Huerta, Lisa.thompson@liza.lorenzi.lu Lashlee, Natalie Davis, Susan Hi Frierison	Not Applicable	Not Applicable	Initial Submission	Meaningful Consultation of Stakeholders; ESSA Citation: Section 2102 (b)(3)(A)	Submission Pending - Not Started
Private Nonprofit School Equitable Services	21	Matt Lashlee ISD 987654	Cory Green, Cris Didi Garcia, Don Elizabeth Dudler, Jaedon Seagler, Huerta, Lisa.thompson@liza.lorenzi.lu	Not Applicable	Not Applicable	Initial Submission	LEA Inventory Control of PNP Purchases for Equitable Services; ESSA Citation: Section 1117(d)(1) and Section 8501(d)(1)	Submission Pending - Not Started

5. Complete the Details Form – Data Tab for each of the program-specific lines.  
 Note: Some fields have been pre-loaded into the Details Form for you and will appear grayed out.

- a. Scroll down to the “Requested Documentation 1 Page Number(s)” and type the page number(s) where the requirement(s) is addressed in the LEA’s documentation to be submitted. Be as specific as possible to facilitate the review process. For example, if relevant items for the requested documentation appear on pages 2, 4, and 5, please list pages 2, 4, and 5, rather than pages 1-5 in the “Requested Documentation Page Number(s)” field. **\*These fields are required.**

*Note: The number of requested documentation items vary from 1-6 based on each program/requirement being monitored. Please reference the program/requirement-specific resources linked in this Handbook for additional information related to the documentation requested for submission.*



- b. Complete the remaining fields with the information for the LEA Program Contact. The LEA Program Contact should be the person that is most familiar with the documentation submitted. **\*The following fields are required.**
- Type the name of the LEA Program Contact in the “LEA Program Contact” field.
  - Type the email address of the LEA Program Contact in the “LEA Program Contact Email Address” field.
  - Type the phone number of the LEA Program Contact in the “LEA Program Contact Phone #” field. Please use the following format: ###-###-####.
- c. Add LEA Comments. The “LEA Comment” section is *optional* if the LEA would like to provide additional information that will be helpful to the reviewer.

The screenshot shows a form with a 'Data' tab and 'Attachments (0)' indicator. It contains four input fields, each with a yellow arrow pointing to it from the left:

- LEA Program Contact Name \***: A text input field.
- LEA Program Contact Email Address \***: A text input field.
- LEA Program Contact Phone Number \***: A text input field with a placeholder '###-###-####'.
- LEA Comment**: A larger text input field.

- d. Select your LEA’s Submission Status from the following options available: *In Process* (Saved some data/will complete later) or *Submission Complete* (Data entered and documentation attached). **\*Selecting a status is required.**

Note: If the “Submission Pending – Not Started” option remains selected after the submission due date, your submission is not considered complete, and TEA will contact you to complete the submission process. LEA Submission Status defaults to “Submission Pending – Not Started.”

The screenshot shows a dropdown menu titled 'LEA Submission Status \*'. A yellow arrow points to the dropdown arrow on the right side of the menu. The menu is open, showing the following options:

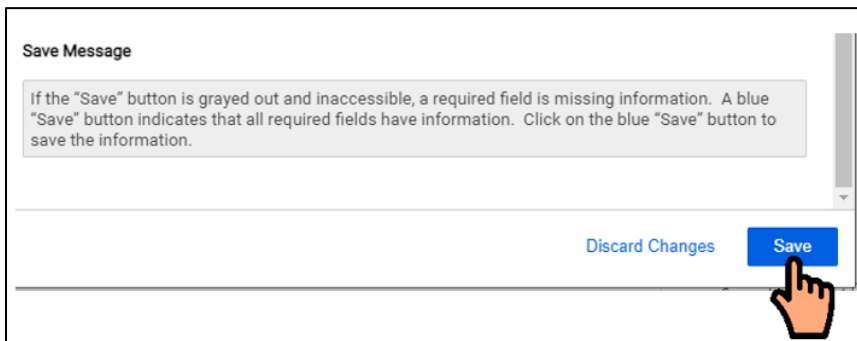
- Submission Pending - Not Started (highlighted)
- In Process (Saved some data/will complete later)
- Submission Complete (Data entered and documentation attached)

6. After the page number(s) and LEA Program Contact Information have been entered; and the LEA Submission Status has been updated, click “Save” on the bottom right-hand corner of the Details Form – Data Tab. **\*This step is required.**

This will save the information that was typed in the details form under the data tab (documentation page numbers, LEA Contact information, and LEA Comments, if applicable).

NOTE: A gray “Save” button indicates that a required data entry field is missing information.

*Once, the data are saved, the LEA Contacts will receive an auto-generated email that includes the information that was saved for TEA review.*

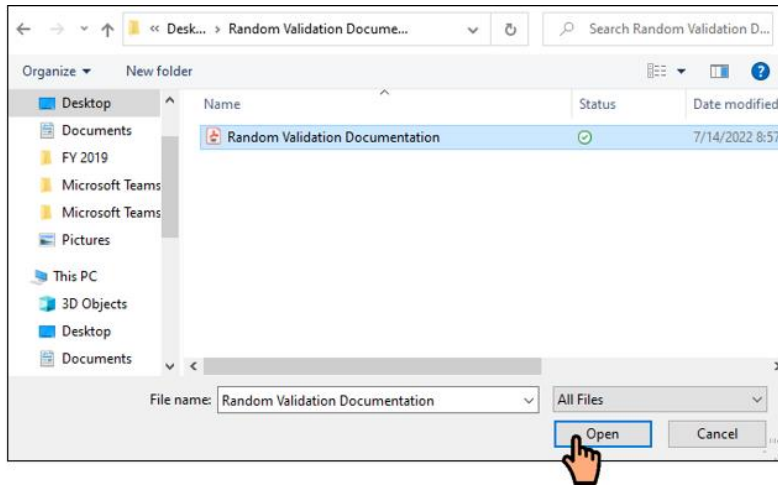


7. After saving the information in the Details Form – Data tab, click on the Details Form - Attachments tab. Attach the requested documentation in PDF file format. All documentation should be attached as a single file. **\*Attaching documentation is required.**
  - a. To attach the PDF file containing the LEA’s documentation, click on the “Attach a File” button located at the bottom of the Details Form – Attachments Tab.

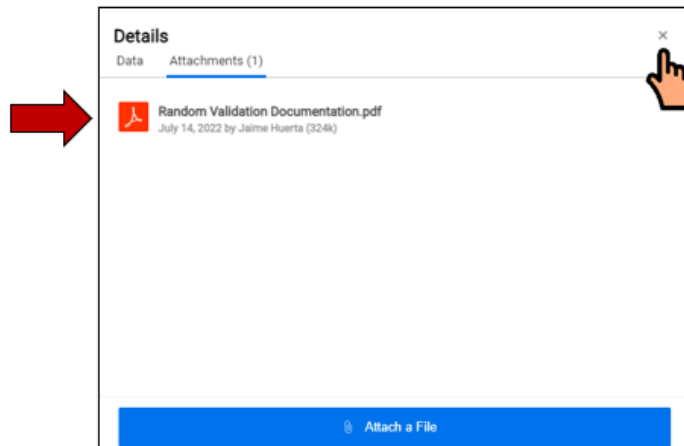
*Note: Only attach documentation for the program referenced in the Details Form – Data tab. Each program has its own Details Form – Data tab for attaching documentation separately.*




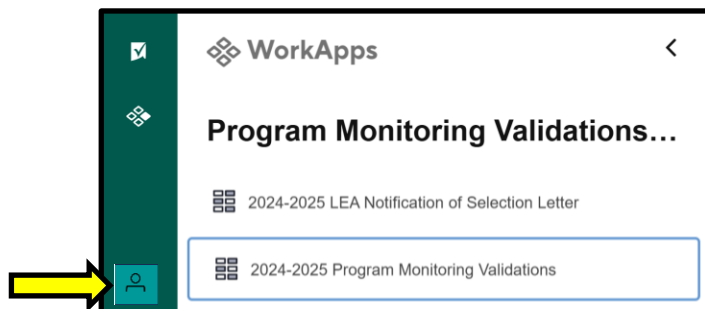
- b. Browse your computer and locate the documentation file to be attached; select the file; the “File Name” will appear in your file browser; click on “Open;” the file selected should be listed as an attachment in the Details Form – Attachments Tab.



- c. Confirm that the document you are attaching is listed as an Attachment. Click on the “X” at the top right-hand corner to close the Details Form.



8. Sign out of the Federal Program Compliance Program Monitoring Validations WorkApp by clicking on the  icon located in the bottom left-hand corner of the window and selecting “Sign out.”



# Resources

## Technical Assistance

Each regional Education Service Center (ESC) is required to offer and provide technical assistance related to the LEA program monitoring validation process. Please consult with regional ESC staff for questions or additional information about the validation process. Regional ESC Federal Program staff can be located by accessing the following list of ESC Contacts by program. The ESC Contacts can be found on the right-hand side of the webpage under the "Contact Information" section.

- [Title I, Parts A and D ESC Program Contacts](#)
- [Title I, Part C ESC Program Contacts](#)
- [Title II, Part A ESC Program Contacts](#)
- [Title IV, Part A ESC Program Contacts](#)

## Documentation Submission Resources

Click on the links below to access the resources.

[Instructions for Submitting Documentation Training Slides](#)

## Program Requirement-Specific Resources

*Note: Each LEA has been selected to submit documentation for one requirement per program as per the correspondence sent to the LEA at the time of notification of selection to participate in the program monitoring validation process. Please review the guidance document for the requirement noted in the correspondence. The documentation submitted for TEA review should show evidence of compliance in the 2023-2024 grant year for the program requirement selected.*

Click on the links below to access the program-specific resources for each program/requirement.

### Title I, Part A Requirements Selected

#### **Campus Allocations:**

[Guidance Document](#) | [Training Video](#) | [Training Slides](#)

#### **LEA Title I, Part A Program Plan Descriptions:**

[Guidance Document](#) | [Training Video](#) | [Training Slides](#)

#### **Parent and Family Engagement (PFE) Policies (LEA and 1 Title I, Part A Campus):**

[Guidance Document](#) | [Training Video](#) | [Training Slides](#)

#### **Schoolwide (SW) Program Plan Stakeholders (1 Schoolwide Program Campus):**

[Guidance Document](#) | [Training Video](#) | [Training Slides](#)

#### **Targeted Assistance (TA) Program Student Eligibility Criteria (1 Targeted Assistance Campus):**

[Guidance Document](#) | [Training Video](#) | [Training Slides](#)

# Program Requirement-Specific Resources (continued)

## Title I, Part C Requirements Selected

### Identification and Recruitment:

[Guidance Document](#) | [Training Video](#) | [Training Slides](#)

### Interstate/Intrastate Coordination: Transfer of Student Records, Use of MSIX, and Data Quality:

[Guidance Document](#) | [Training Video](#) | [Training Slides](#)

### Priority for Service (PFS):

[Guidance Document](#) | [Training Video](#) | [Training Slides](#)

## Title I, Part D, Subpart 2 Requirements Selected

### Formal Agreement:

[Guidance Document](#) | [Training Video](#) | [Training Slides](#)

### Program Evaluation:

[Guidance Document](#) | [Training Video](#) | [Training Slides](#)

## Title II, Part A Requirements Selected

### Alignment with Challenging State Academic Standards:

[Guidance Document](#) | [Training Video](#) | [Training Slides](#)

### LEA Use of Funds for Evidence-Based Activities:

[Guidance Document](#) | [Training Video](#) | [Training Slides](#)

### Meaningful Consultation of Stakeholders:

[Guidance Document](#) | [Training Video](#) | [Training Slides](#)

### Prioritization of Funds:

[Guidance Document](#) | [Training Video](#) | [Training Slides](#)

## Program Requirement-Specific Resources (continued)

### Title IV, Part A Requirements Selected

#### Consultation:

[Guidance Document](#) | [Training Video](#) | [Training Slides](#)

#### Description of Programs and Activities:

[Guidance Document](#) | [Training Video](#) | [Training Slides](#)

#### Evaluation of Program Effectiveness:

[Guidance Document](#) | [Training Video](#) | [Training Slides](#)

### Private Nonprofit School (PNP) Equitable Services Requirements Selected

#### LEA Documented PNP Equitable Services Amounts:

[Guidance Document](#) | [Training Video](#) | [Training Slides](#)

#### LEA Documented PNP Equitable Services Administration Amounts:

[Guidance Document](#) | [Training Video](#) | [Training Slides](#)

#### LEA Inventory Control of PNP Purchases for Equitable Services:

[Guidance Document](#) | [Training Video](#) | [Training Slides](#)

#### Timely and Meaningful Consultation Meetings:

[Guidance Document](#) | [Training Video](#) | [Training Slides](#)

## TEA Staff Contacts

If there are questions or additional information is needed, contact the Federal Program Compliance Division at [ESSAsupport@TEA.Texas.gov](mailto:ESSAsupport@TEA.Texas.gov) or via telephone at (512) 463-9499. A directory of program-specific staff contacts is also available: [Federal Program Compliance Division Program Staff Contacts](#).